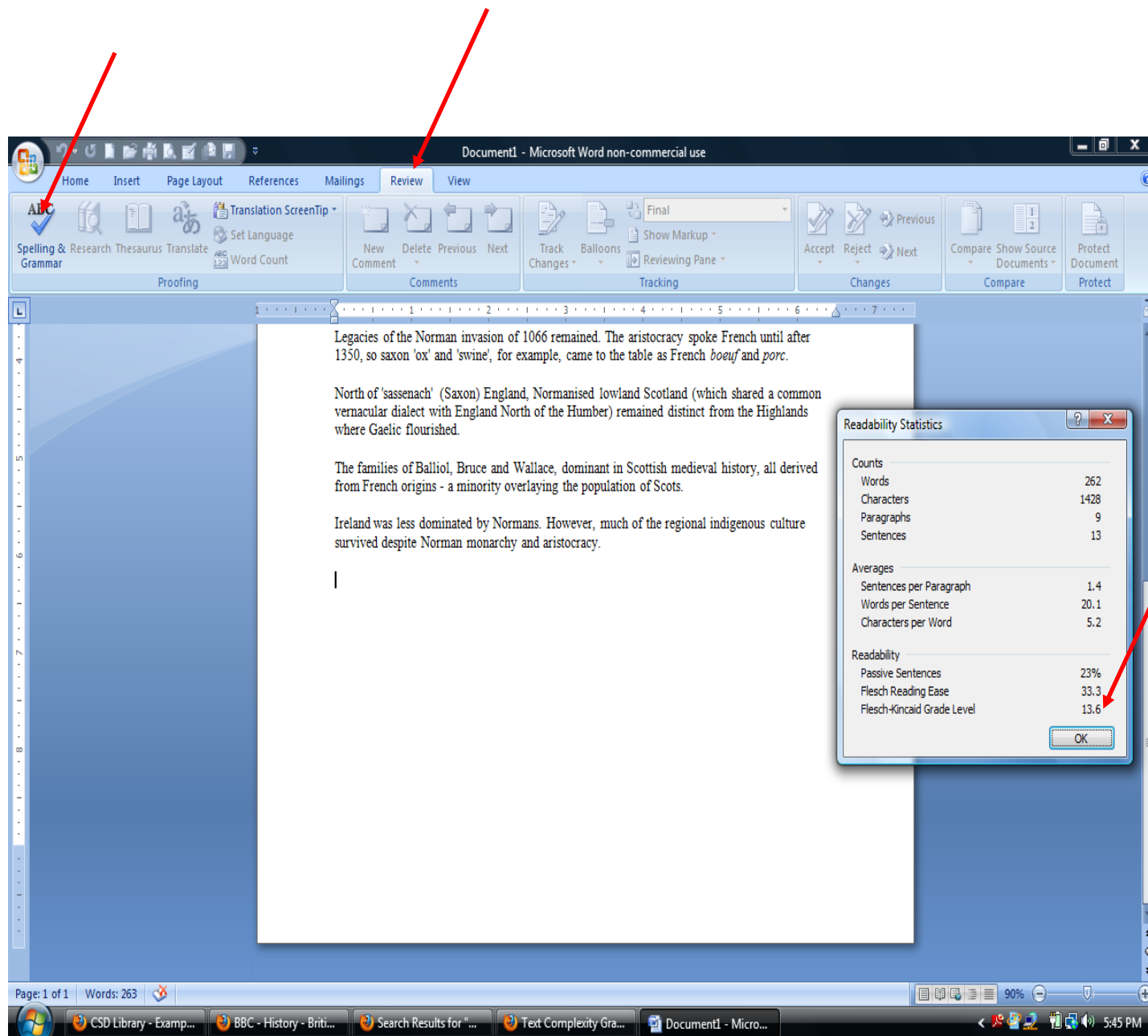


Accessing the Fleisch-Kincaid Readability Information in Word 2007

1. You must adjust the “Settings” for Readability Statistics to appear:
 - a. Click on the Office Button
 - b. Click on “Word Options” button at bottom of dialog box
 - c. Click on “Proofing” Link on left-hand side
 - d. Check box “Show Readability Statistics” under “When correcting spelling and grammar in Word”
2. Click on the “Review Tab”
3. Click on “Spelling & Grammar” icon in the Proofing Group
4. Go through the “Spelling & Grammar” proofing, and at the end the Readability Statistics will appear.

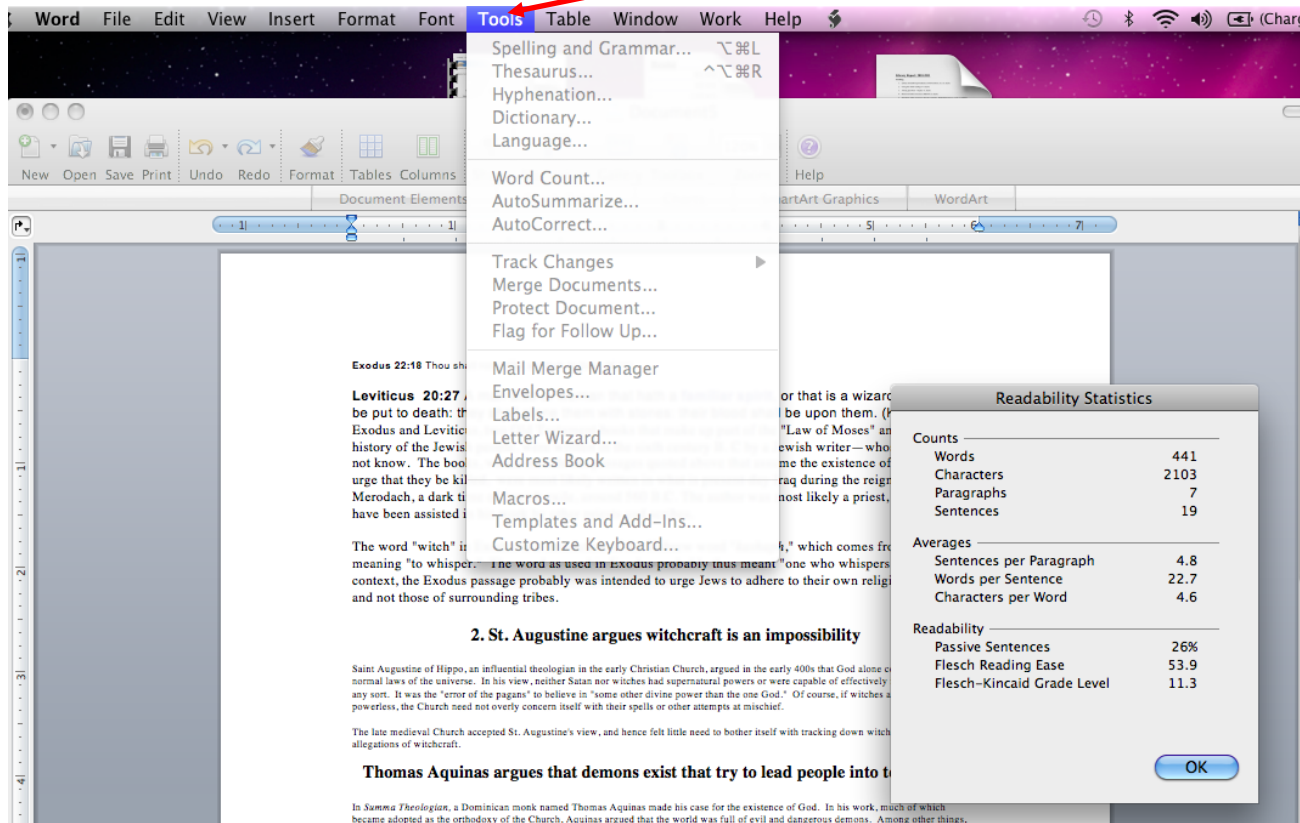


Accessing the Fleisch-Kincaid Readability Information in Word 2010

Follow the same instructions as Word 2007, except click on File instead of the Office Button in 1a.

Accessing the Fleisch-Kincaid Readability Information in Word 2008 (MAC)

1. You must adjust the “Settings” for Readability Statistics to appear:
 - a. Under Word in the menu, click on Preferences.
 - b. Under Authoring and Proofing Tools, click on Spelling and Grammar.
 - c. Under the Grammar section, click on Show Readability
2. Under Tools in the menu, click on Spelling & Grammar
3. Go through the “Spelling & Grammar” proofing, and at the end the Readability Statistics will appear.



Accessing the Fleisch-Kincaid Readability Information in Word 2011 (MAC)

Follow the same instructions as Word 2008.